

## 8 - INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

### Structure and Degree System

The basic structure of the Turkish National Education System consists of stages of noncompulsory pre-school education; compulsory primary (elementary and middle school) and secondary (high school) education; and higher education. Primary education begins at the age of 5.5 (66 months), lasts eight years and comprises elementary and middle school education, four years each. Secondary education is also four years and divided into two categories as "General High School Education" and "Vocational and Technical High School Education". The entry into these categories is through composite scores obtained from a centralized exam for secondary schools.

Higher education system in Turkey is managed by the Council of Higher Education (CoHE, Yükseköğretim Kurulu-YÖK) which is an autonomous public body responsible for the planning, coordination, governance and supervision of higher education within the provisions set forth in the Constitution of the Turkish Republic and the Higher Education Law. Both state and non-profit foundation universities are founded by law and subjected to the Higher Education Law and to the regulations enacted in accordance with it.

Higher education in Turkey comprises all post secondary higher education programmes, consisting of short, first, second, and third cycle degrees in terms of the terminology of the Bologna Process. The structure of Turkish higher education degrees is based on a two-tier system, except for dentistry, pharmacy, medicine and veterinary medicine programmes which have a one-tier system. The duration of these one-tier programmes is five years (300 ECTS) except for medicine which lasts six years (360 ECTS). The qualifications in these one-tier programmes are equivalent to the first cycle (bachelor's) plus second cycle (master's) degree. Undergraduate level of study consists of short cycle (associate's)-(önlisans derecesi) and first cycle (bachelor's)-(lisans derecesi) degrees which are awarded after successful completion of full-time two-year (120 ECTS) and four-year (240 ECTS) study programmes, respectively.

Graduate level of study consists of second cycle (master's)-(yüksek lisans derecesi) and third cycle (doctorate)-(doktora derecesi) degree programmes. Second cycle is divided into two sub-types named as master without thesis and master with thesis. Master programmes without thesis require 60 to 90 ECTS credits and consist of courses and a semester project. 60 ECTS non-thesis master programmes are exceptional, and exist in a few disciplines. The master programmes with a thesis require 90 to 120 ECTS credits, which consists of courses, a seminar, and a thesis. Third cycle (doctorate) degree programmes are completed having earned a minimum of 180 ECTS credits, which consists of completion of courses, passing a proficiency examination and a doctoral thesis. Specialization in medicine, accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, university hospitals and the training hospitals operated by the Ministry of Health.

Universities consist of graduate schools (Institutes) offering second cycle (master's) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor's degree) programmes, four-year higher schools offering first cycle (bachelor's) degree programmes with a vocational emphasis and two-year vocational schools offering short cycle (associate's) degree programmes of a strictly vocational nature.

Since 2003, first cycle degree holders may apply directly to third cycle (doctorate) programmes if their performance at the first cycle degree level is exceptionally high and their national central Graduate Education Entrance Examination (ALES) score is also high and their application is approved. For these students, theoretical part of the programmes requires additional courses of 60 ECTS credits.

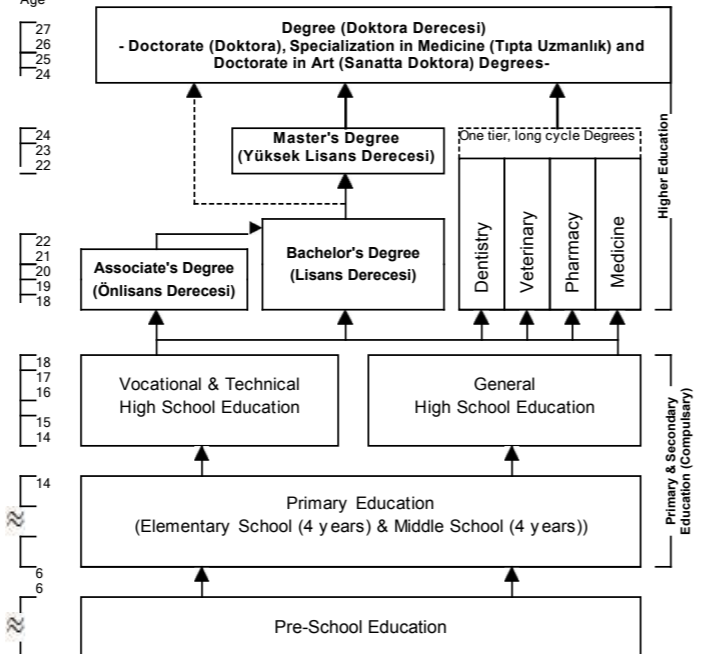
Admission of national students to short and first cycle degree programmes is centralized and based on a nationwide one/two-stage examination(s) conducted by an autonomous public body (Assessment, Selection and Placement Centre-ÖSYM). Candidates gain access to institutions of higher education based on their composite scores consisting of the scores on the selection examination and their high school grade point averages. Admission to graduate programmes is directly conducted by the higher education institutions (HEIs) within the frameworks of the publicly available national and institutional regulations. Admission of foreign students to programmes at all levels of higher education can be done by direct applications of candidates to HEIs based on publicly available national and institutional regulations.

**The Turkish National Qualifications Framework for Higher Education (TYYÇ):** The National Qualifications Framework for Higher Education in Turkey (TYYÇ) developed with reference to the QF for European Higher Education Area and the EQF for lifelong learning was adopted by the CoHE in 2010. The framework has been developed as a part of a single national qualifications framework, which would eventually consists of 8 level national framework covering all levels of educations on completion of the ongoing work at the national level, in which the higher education levels lie on levels between 5 to 8. The levels of the TYYÇ with reference to the European overarching qualifications frameworks as well as that to ECTS credits and student workload are shown below.

### TYYÇ LEVELS, QUALIFICATIONS TYPES AND ECTS CREDITS

Higher Education Levels/Cycles			AWARDS/DEGREES	LENGTH (Year)	TOTAL ECTS CREDITS (Year x 60 ECTS)	TOTAL STUDENT WORKLOAD (h) (1 ECTS=25-30h)
QF-EHEA	EQF-LLL	TYYÇ LEVELS				
3	8	8	Doctorate Specialization in Medicine Doctorate in Art	3 (min.)	180 (min.)	4.500-5.400
2	7	7	Master's Degree	1 - 2	60 - 120	1.500-3.600
1	6	6	Bachelor's Degree	4	240	6.000-7.200
Short Cycle	5	5	Associate's Degree	2	120	3.000-3.600

### GENERAL STRUCTURE OF THE TURKISH EDUCATION SYSTEM



## Kırklareli University Diploma Supplement

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Diploma No : 142013.41.01  
Diploma Date :

*This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and the status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.*

### 1 - INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1. Family name(s) :
- 1.2. Given name(s) :
- 1.3. Date of birth (day/month/year) :
- 1.4. Student identification number or code (if available) :

### 2 - INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1. Name of the qualification and (if applicable) title conferred (in original language):

İşletme, Yüksek Lisans

- 2.2. Main field(s) of study for the qualification:

Business Administration

- 2.3. Name and status of awarding institution (in original language):

Kırklareli Üniversitesi / Devlet Üniversitesi  
Kırklareli University / State University

- 2.4. Name and status of institution (if different from 2.3) administering studies (in original language):

Same as 2.3

- 2.5. Language(s) of instruction/examination:

Turkish

### 3 - INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1. Level of qualification:

Second Cycle (Master's Degree)

- 3.2. Official length of programme:

Normally 2 years (120 ECTS Credits), 2 semesters per year, 14 weeks per semester, maximum 4 years

- 3.3. Access requirement(s):

Bachelor's degree and a minimum score of 55 out of 100 from Graduate Education Entrance Examination (ALES) conducted by Student Selection and Placement Center (OSYM) are required. Certificate of English Proficiency if applicable. Acceptance is based on the evaluation of the department.

### 4- INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1. Mode of Study:

Full-time

- 4.2. Programme requirements:

A student is required to take courses satisfying 120 ECTS specified by the Department, to have a minimum Cumulative Grade Point Average (CPGA) of 2.50/4.00 with no failing grades and to prepare and defend a thesis.

#### Objectives:

Business administration is a field study, which includes basic concepts and applications related to the disciplines of management and organization, production management, marketing, accounting and finance, commercial law, quantitative methods and management information systems. It has an important and critical role in the rapidly changing business world. For that reason, the objectives of the department are to provide and acknowledge a deep insight into the understanding of business and its environments, to develop the skills, professional attitude, and competence required to design, execute and evaluate decisions, policies and strategies, to educate the potential managers who have the knowledge necessary for today's rapidly changing, unpredictable business environment, as well as developing the skills to apply this knowledge in an appropriate basis. In order to reach these objectives, Department of Business Administration focuses on developing analytical skills, critical thinking, communication, and problem-solving skills. To accomplish its objectives, Department of Business Administration implement participative learning that consists case analysis, discussions, group presentations, and industry or company based projects etc.

#### 4.3 Programme details and the individual grades/marks/credits obtained:

Code	Course Name	Category (R/E)	National Credit	Grade	ECTS
<b>Semester 1</b>					
İSL YL 527	STRATEGIC HUMAN RESOURCES MANAGEMENT	Elective	3	BB	6
İSL YL 531	STRATEGIC MARKETING MANAGEMENT	Elective	3	CB	6
İSL YL 511	MODERN MANAGEMENT APPROACHES	Elective	3	AA	6
İSL YL 501	RESEARCH METHODS	Required	3	AA	6
İSL YL 503	PROFESSIONAL LAW AND ACCOUNTING STANDARDS	Required	3	BA	6
<b>Semester 2</b>					
İSL YL 508	FINANCIAL INVESTMENT MANAGEMENT	Elective	3	AA	6
İSL YL 510	COMMERCIAL BUSINESS LAW	Elective	3	BB	6
İSL YL 522	SERVICE MARKETING	Elective	3	CB	6
İSL YL 502	STATISTICS AND RESEARCH METHODS	Required	3	CB	6
İSL YL 504	FINANCIAL MARKETS AND ORGANIZATIONAL STRUCTURE	Required	3	AA	6
İSL YL 506	SEMINAR	Required	0	S	0
<b>Semester 3</b>					
İSL YL 604	MASTER THESIS	Required	0	S	18
İSL YL 601	ADVANCED TOPICS IN MASTER THESIS	Required	0	S	12
<b>Semester 4</b>					
*İSL YL 604	MASTER THESIS	Required	0	S	18
*İSL YL 601	ADVANCED TOPICS IN MASTER THESIS	Required	0	S	12

Total National Credits : 30

Total ECTS Credits : 120

CGPA : 3.30 out of 4.00

R : Required ; E : Elective

#### 4.4. Grading scheme and, if available, grade distribution guidance:

Direct conversion system (the table below) is applied in post graduate programmes. The letter grades, coefficients, score equivalents and definitions are given below.

Definitions	Letter Grade	Coefficient	Scores
Excellent	AA	4.0	90-100
Excellent - Good	BA	3.5	85-89
Good	BB	3.0	80-84
Average-Good	CB	2.5	75-79
Average	CC	2.0	65-74
Fail	DC	1.5	55-64
Fail	DD	1.0	50-54
Fail	FD	0,50	45-49
Fail	FF	0,00	0-44
Final exam not taken (Fail)	GR	0,00	--
Absentee (Fail)	DZ	0,00	--
Excused	MZ	--	--
Satisfactory (Pass)	S	0,00	50-100
Unsatisfactory (Fail)	U	0,00	0-49
Incomplete	E	--	--
Continuing	E	--	--

A student who gets one of the grades AA, BA, BB, CB and CC is considered as successful from that lesson. DC, DD, FD, FF, GR and DZ are unsuccessful letter grades.

The grade (MZ) is given to a student who provides supporting evidence through genuine and valid documentation of illness or other reasons which have prevented her/him from completing the necessary course work.  
The grade (S) is given to students who are successful in non-credit courses.  
The grade (U) is given to students who are not successful in non-credit courses.  
The grade (E) is given to students who submit his/her dissertation and whose dissertation is determined incomplete by jury.  
The grade (DE) is given to students who continue to study and get extension for dissertation.  
The student's academic performance is calculated in the form of a Grade Point Average (GPA) and Cumulative Grade Point Average (CPGA) and announced at the end of each semester. For each course the coefficient equivalent to the letter grade received by the student is multiplied by the credit for that course. In order to obtain GPA for that semester, the sum of these products is divided by the total credits taken in that semester. CGPA is calculated by taking into account all the courses taken by a student from the beginning of entrance to the University and those are recognized as valid by the Department in which she/he is registered.

#### 4.5. Overall classification of the qualification(in original language):

Ağırlıklı Genel Not Ortalaması: 2.57/4.00 (Orta)

Cumulative Grade Point Average: 2.57/4.00 (Average)

#### 5 - INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1. Access to further study : May apply to third cycle programmes.

5.2. Professional status (if applicable) : This degree enables the holder to exercise the profession.

#### 6 - ADDITIONAL INFORMATION

##### 6.1. Additional information :

Kırklareli University, Sosyal Bilimler Enstitüsü , <http://sbe.kirklareli.edu.tr/>

##### 6.2. Further information sources

University Web Site : <http://www.kirklareli.edu.tr>  
Online University Catalogue : <http://www.kirklareli.edu.tr/katalog-en/>  
The Council of Higher Education Web Site : <http://www.yok.gov.tr>  
The Turkish ENIC-NARIC Web Site : <http://enic-naric.net/index.aspx?c=Turkey>

#### 7 - CERTIFICATION OF THE SUPPLEMENT

7.1 Date : 09.04.2014

7.2 Name and Signature : Mükerrerem EROL

7.3 Capacity : Director of Student Affairs

7.4 Official stamp or seal